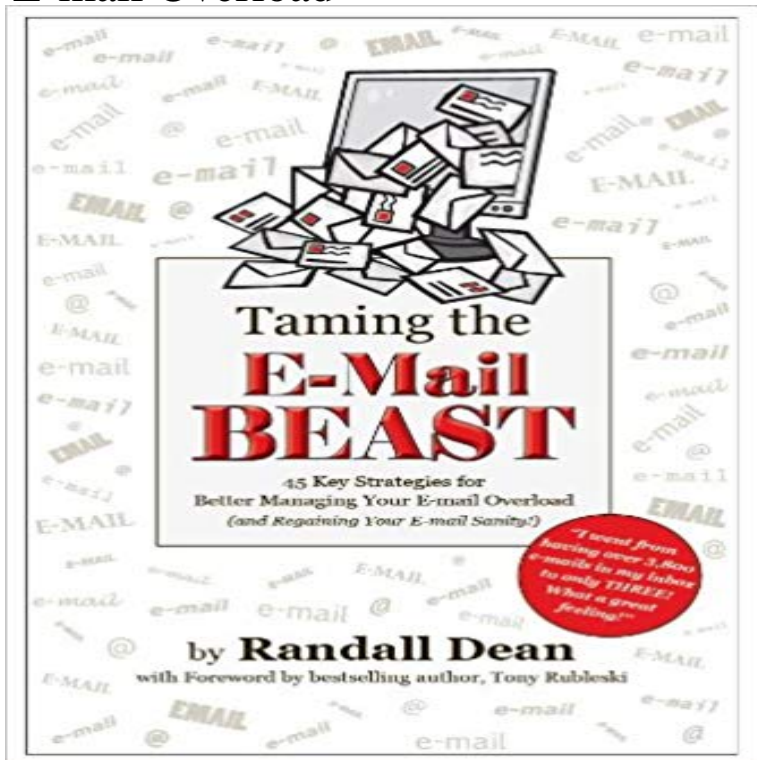


# Taming the E-mail Beast: 45 Key Strategies for Better Managing Your E-mail Overload



The master book for e-mail management -- this book shares the systems, strategies, and techniques for effectively managing your professional and personal e-mail accounts from a time management/productivity enhancement perspective. The author, Randall F. Dean, is a nationally regarded expert on the topics of time and e-mail management and the related use of technology, and fills this book with strategies and tips on how to manage your e-mail both on a daily and long term basis. It discusses a process regimen for managing e-mail that helps you make good decisions about what to do with an e-mail when received, shares strategies for reducing the interruptive nature of e-mail, converting e-mails into tasks, calendar items, and more, dealing with CCs, forwards, and replies, mitigating junk and SPAM messages, and using e-mail to more effectively communicate and even market yourself, your company, and your ideas. Book readers can expect to greatly reduce the number of messages sitting in their inboxes (possibly all the way to ZERO!), while getting better at prioritizing and procrastinating appropriate e-mails. This leads to greater productivity and personal sanity over time, with e-mail once again becoming a great tool for effective priority and task management.

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